


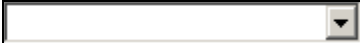


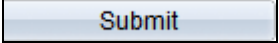



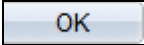




Reporting Time Using a Timesheet

Step	Action
1.	Begin by navigating to the Timesheet page. Point to Self Service>Time Reporting>Report Time>Timesheet
2.	Use the Timesheet page to report time and task details for a day, week, or time period for either punch or elapsed time reporters.
3.	The defaults for the View By field are set on the User Preferences page. Values are Day, Week, or Time Period.
4.	If you change the value in the Date field, click the Refresh button to update the page.
5.	Click in the Mon 11/14 field. <input type="text"/>
6.	Enter the number of physically worked hours into the Mon 11/14 field.
7.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. <input type="text"/>
8.	Click in the Tue 11/15 field. <input type="text"/>
9.	Enter the number of physically worked hours into the Tue 11/15 field.
10.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. <input type="text"/>
11.	Click the Add a new row button. 
12.	Click in the Wed 11/16 field. <input type="text"/>
13.	Enter the appropriate Leave Plan TRC into the Wed 11/16 field.
14.	Next, select a time reporting code for the hours entered. In this case, it would be Sick Hours. Click the Time Reporting Code list. <input type="text"/>
15.	Click the Add a new row button. 

Step	Action
16.	Click in the Thu 11/17 field. 
17.	Enter the appropriate Leave Plan TRC into the Thu 11/17 field.
18.	Next, select a time reporting code for the hours entered. In this case, it would be PER Hours. Click the Time Reporting Code list. 
19.	Click in the Fri 11/18 field. 
20.	Enter the number of physically worked hours into the Fri 11/18 field.
21.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. 
22.	Use the Save for Later button to partially enter a timesheet and to complete at a later date. For example, you can enter information on the page each day and submit at the end of the reporting period. When using this button a page appears, asking whether you would like to check for errors.
23.	Click the Submit button. 
24.	Click the OK button. 
25.	Notice that the Reported Hours field has been updated.
26.	The reported time is displayed in the Reported Time Status section.
27.	Click the Expand section button. 
28.	You can enter comments about the time entries if required. In this example, add a comment to explain the need for overtime. Click the Comments button. 
29.	Use the Comments page to enter comments for the reported time.
30.	Click in the Comment field.
31.	Enter the desired information into the Comment field. Enter a valid value e.g. " System down. Needed to manually work records ".

Step	Action
32.	Click the OK button. 
33.	Click the Vertical scrollbar.
34.	Click the Reported Time Summary link to obtain a summary of reported hours. Click the Expand section button. 
35.	Click the Vertical scrollbar.
36.	Click the Leave and Compensatory Time Balances link to display information, which can include sick or vacation balances. Click the Expand section button. 
37.	Click the Vertical scrollbar.
38.	From this page, you can navigate quickly to other time reporting and self services pages.
39.	You have successfully reported time using a timesheet. End of Procedure.

Instructions

View By: Week

Reported Hours: 40.50

Previous Week

Next Week

Date: 11/13/2016

Scheduled Hours: 37.50

Reported time on or after 10/23/2016 is for a future period.

From Sunday 11/13/2016 to Saturday 11/19/2016

Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Total Hours	Time Reporting Code
				7.50			7.50	Personal Time - PER
	7.50	8.00			10.00		25.50	Hours Worked - REG
			7.50				7.50	Sick Time - SICK

Save for Later

Submit

By submitting time you certify it is accurate and correct.

Print

Reported Time Status

Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments
11/14/2016	Saved	Approval Monitor	7.50 REG	Hours Worked	7.50	
11/15/2016	Saved	Approval Monitor	8.00 REG	Hours Worked	7.50	
11/16/2016	Saved	Approval Monitor	7.50 SICK	Sick Time	7.50	
11/17/2016	Saved	Approval Monitor	7.50 PER	Personal Time	7.50	
11/18/2016	Saved	Approval Monitor	10.00 REG	Hours Worked	7.50	

Reported Time Summary

Leave and Compensatory Time Balances As Of PPE: 2016-09-10 Accrual Dates - Vac: 1994-08-29 Bonus: 1994-08-29

Go To: Self Service